

WOODROW WILSON REHABILITATION CENTER
Birdsall Hoover Administration Building
Rothrock Hall
243 Woodrow Wilson Avenue
Fishersville, Virginia 22939

Rothrock Hall Guidelines

Name: <%FullNameLastFirst%>

PID #: <%ClientID%>

We at Rothrock Hall welcome you. Our goal is to work with your rehabilitation and/or vocational team in support of your rehabilitation program and provide the highest quality nursing services to assist you in achieving your goals.

CENTER GUIDELINES

All clients at Woodrow Wilson Rehabilitation Center are expected to comply with the general Center guidelines and attend Center orientation the first week of your admission. Your case manager will schedule you to attend Center orientation.

MEDICAL STAFF

- Physicians are available in Student Health from 9 AM to 5 PM on weekdays.
- Appointments may be made by contacting Student Health.
- During non-office hours, nursing staff will consult with the on-call physician regarding changes in your medical condition.
- If you become ill, you may be referred to the Augusta Medical Center emergency room for treatment.
- Routine appointments with private physicians or dentists should be arranged following your stay at WWRC.

PERSONAL BELONGINGS/VALUABLES

- Please label all personal items (clothing, equipment etc.) with your name.
- Valuables should be sent home, or **locked** in your closet or drawer whenever you are not present in your room. Keep your key/swipe card with you **at all times**. Lost keys cost \$5.00 to replace.
- **Key/swipe cards must be turned in at discharge.**
- It is recommended that large sums of money be deposited with the cashier and withdrawn as needed.
- **WWRC is not responsible for items lost, stolen or damaged during your stay.**
- You are responsible for keeping your bedside neat and accessible on a daily basis (or instructing your personal caregiver to do so if you are physically unable).
- We encourage you to keep your personal items and clothing to a minimum.

The WWRC Level Supervision System:

The goal of the level system is to assist clients in achieving the highest level of independence, by providing the least restrictive living environment possible based on a client's ability to function independently and responsibly.

- The level system applies to all clients living on campus except PERT.
 - Barnett dorm houses Level ones and twos.
 - Carter Ashley dorm houses Level threes and fours.
 - Rothrock Hall houses Levels two, three, and fours.
- New clients will begin as a Level two. The first two weeks is used to assess a client's ability to function independently and responsibly.
- Changes of supervision levels are made during Progress Review Meetings, and with a client's Rehab Team.

Rothrock Hall Guidelines

Name: <%FullNameLastFirst%>

ID: <%ClientID%>

Sticker ID	RED Sticker-LEVEL 2
Pass Privileges	<ul style="list-style-type: none"> • <u>Curfew 10:30 PM</u> (to be in your bedroom, without visitors) • Pass from Vocational Counselor/Case Manager for ALL OFF-CAMPUS trips (except for therapy outings). <u>You must notify Rothrock Hall staff prior to leaving and when returning campus.</u> • May request a pass from your Case Manager for the lake, trail, or 7-11 and for daylight walking in approved areas around campus. For your safety <u>you must notify Rothrock Hall staff prior to leaving. You must return to campus by dark</u> when walking to 7-11, the lake, or the trail. • May sign up for late night activity on Friday and Saturday.
Visitation	<ul style="list-style-type: none"> • May visit with same sex, Level 2 clients until 10:30 PM in the Barnett Hall dorm rooms/Rothrock Hall. • May NOT receive a pass to the Cottages.
Internet access filtered and monitored.	

Sticker ID	YELLOW Sticker-LEVEL 3
Pass Privileges	<u>NO curfew</u> <ul style="list-style-type: none"> • No pass required for off-campus trips. • For your safety you <u>must notify Rothrock Hall staff prior to leaving and upon returning to campus</u> when going to 7-11, the lake, the trail, and for all off campus and overnight activities. You must return by dark when going to 7-11, the lake or trail. • May sign up for late night activity on Friday and Saturday. • May sign up for shuttle transportation to local mall or Wal-Mart.
Visitation	<ul style="list-style-type: none"> • Visitation with same sex clients in Barnett Hall till 10:30 PM. • May visit same sex clients on Rothrock Hall with the approval of the roommate, where applicable, until 10:30 PM. • You may be asked to leave the room if personal care needs to be performed by staff. • Visitation in the Multipurpose Room on Rothrock Hall ends at 10:30 PM. All visitors must have permission of the charge nurse if visiting in the room. • May NOT visit in the rooms of the opposite sex on Barnett/ Carter Ashley Hall/Rothrock Hall. • May visit a friend living in the cottage if THEY request a pass from the Life Skills Transition Housing Coordinator (according to cottage lease agreement). Must notify Rothrock Hall staff prior to going to the cottage.
Internet access filtered and monitored.	

Sticker ID	GREEN sticker-LEVEL 4
Pass Privileges	<u>No curfew</u> <ul style="list-style-type: none"> • No pass required for off-campus trips. • For your safety you <u>must notify Rothrock Hall staff prior to leaving and upon returning to campus</u> when going to 7-11, the lake, the trail, and for all off campus and overnight activities. You must return by dark when going to 7-11, the lake or trail. • Sign up for late night activity on Friday and Saturday. • May sign up for shuttle transportation to local mall or Wal-Mart.
Visitation	<ul style="list-style-type: none"> • Visitation with same sex clients in Carter-Ashley Hall. • Visit same sex clients in Barnett Hall until 10:30 P.M. • May visit same sex clients on Rothrock Hall with the approval of the roommate, where applicable, until 10:30 PM. • You may be asked to leave the room if personal care needs to be performed by staff. • YOU MUST HAVE THE PERMISSION OF THE CHARGE NURSE on Rothrock Hall if room visitation is after 10:30 PM. • Visit with <u>opposite sex Level 4 clients</u> in Carter-Ashley Hall with door open, lights on at all times. ALL PARTIES IN THE ROOM MUST BE LEVEL 4. • Visitation with opposite sex Level 4 peers on Rothrock Hall with door open, lights on at all times and WITH PERMISSION OF THE CHARGE NURSE. ALL PARTIES IN THE ROOM MUST BE LEVEL 4: <ul style="list-style-type: none"> ➢ From 6:00 PM-10:30 PM weekdays ➢ From 11:00 AM-10:30 PM weekends • Visitation in the Multipurpose Room on Rothrock Hall ends at 10:30 PM. • May visit a friend living in the cottage if THEY request a pass from the Life Skills Transition Housing Coordinator (according to cottage lease agreement). Must notify Rothrock Hall staff prior to going to cottage.
Internet access monitored and filtered	

OFF-CAMPUS VISITORS

- Visitors must check in at the Rothrock Hall Nurse's station. Families are welcome to visit at any time that it does not interfere with your program.
- Any visitor must have permission from the charge nurse to visit in your room.
- When there are opposite sex visitors other than family members the room door must be open.
- Visitors may purchase meals in the cafeteria.
- The nurse in charge may need to discontinue any visit that interferes with privacy, treatments, or unit routine. Room visitation ends at 10:30 PM.

PASSES

- If you are a Level 1 or Level 2 you must have a pass when leaving Center grounds. Passes must be requested two (2) days in advance from your Vocational Counselor.
- Therapy clients may obtain pass from nurse case manager or the charge nurse for ALL of-campus activities. Please be sure to let nursing know what time you will be leaving and returning.
- **We request that you return by 7 PM if you have an evening program/shower due.**
- If you are a Level 3 or Level 4 you are expected to let a staff member know when you will be off Center grounds and when you return.

TELEPHONE

Payphones are located in the big Recreation Hall.

COMPUTER USAGE

Computers may be connected to WWRC internet using a CAT 5 cable. Accessing pornography sites will be grounds for disciplinary action.

ELECTRICAL EQUIPMENT

- No refrigerators, microwaves, space heaters, electric blankets, toasters or toaster ovens are allowed in client/student rooms.
- Electrical appliances must be approved by WWRC maintenance and must be UPL approved.
- Any coffee makers or curling irons must have automatic shut offs.
- No extension cords are allowed.
- Surge protectors are required for multi-electrical cords.
- If space allows, personal TVs no larger than 23" are allowed for gaming systems or watching movies. Cable TV is currently unavailable in client/student rooms.

SHUTTLE SERVICE

- WWRC offers Wal-Mart trips every **Monday and Thursday** nights for **Level 3 or Level 4 clients**.
- Trip #1 leaves the Center at 5:45 P.M. and will only accommodate two spaces for manual wheelchairs, scooters, or power chairs.
- The driver will return to the Center and take trip #2 at 6:45 P.M. The 6:45 P.M. van will also only accommodate two spaces for manual wheelchairs, scooters, or power chairs.
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- You must sign up at Barnett Hall by 4:00 P.M. the day of the trip and meet the van in parking lot B which is between Barnett and Carter Ashley dorms.

LAUNDRY

Rothrock Hall Guidelines

Name: <%FullNameLastFirst%>

ID: <%ClientID%>

- You are responsible for your own laundry supplies.
- It is your responsibility to direct staff with laundry needs if you are unable to physically do your laundry.
- You are responsible for your laundry while it is being washed and dried.
- Ask staff to remove laundry items that are left in the washer or dryer from a previous client.
- **Staff will not be responsible for damaged, lost or stolen items.**
- Do not **START** laundry any later **than 9:30 PM.**
- We recommend that clothing be labeled with your name.
- Let staff know if the washer or dryer is not working properly.

KITCHEN GUIDELINES

- If you make a mess, you need to clean it up or immediately seek assistance.
- If the kitchen area has been left dirty, please notify staff before you use the kitchen.
- Wash, dry and return items after you have used them.
- Anyone wishing to use the stove or microwave **MUST** be checked off by Occupational Therapy. See OT or Nursing Staff for further information.
- Anything placed in the refrigerator must be labeled with your name and the current date. The refrigerator will be cleaned monthly. Anything not labeled and dated, or expired will be discarded. Labeling items are located in the top left drawer next to the refrigerator.
- Dish washer should only be used after a large group activity.
- Being able to use the kitchen is a privilege. Failure to comply with these expectations may result in the loss of this privilege.

MULTIPURPOSE ROOM GUIDELINES

- Dorm students may visit in the multipurpose room **ONLY** if they are visiting one of the Rothrock Hall clients. Visitation in multipurpose room is over at 10:30 PM for all dorm students and outside visitors. Exceptions may be made occasionally at the Charge Nurse's discretion.
- The Charge Nurse has the right to request visitors leave at any time.
- Children under the age of 13 must be supervised at all times and within visual range.
- Clients must be fully dressed when in multipurpose room. No pajamas allowed.
- Anyone making a mess in the multipurpose room should clean it up or immediately seek assistance. Failure to do so may result in a change in their level or disciplinary action.
- Boom boxes or large radios are not allowed.
- Personal radios with headphones are acceptable.

Television selections are by a majority vote. The use of the television is a privilege. All persons using the multipurpose room must show respect of those listening to the television by using a respectable tone of voice.

Movies:

- To show "R" rated films for adult client, age 18 years and older, use discretionary judgment so that movies do not include heavy sexual content, extreme violence, and/or excessive profanity.
- Clients or visitors 16 years and younger will not be permitted to view the movie.
- "R" rated films may be played in private viewing areas (bed rooms).
- Signs will be placed at the entrances to the multipurpose room stating: "No one 16 and younger admitted for this showing". Signs will be kept in the kitchenette in top drawer at refrigerator.
- Clients who will be attending the movie must have their ID badges.
- Nursing has the right to stop any movie which they feel violates these guidelines.

DINING

Rothrock Hall Guidelines

Name: <%FullNameLastFirst%>

ID: <%ClientID%>

Breakfast: Will be served in the main cafeteria Monday – Friday from 7 AM - 7:45 AM.

Lunch: Served in the main dining hall from 11:20 AM - 12:30 PM on weekdays, with no lunch served on weekends.

Dinner: Served in the main dining hall at 4:30 PM - 5:30 PM both weekends and weekdays.

Brunch: On weekends, is served in the main dining hall from 10 AM – 12 PM for all clients.

Meals are provided only at those times mentioned above. Staff is available in the cafeteria from the beginning of meal times until the last client needing assistance is finished eating. Meal trays on the unit will only be ordered when there are medical issues, or for an appointment related to your rehabilitation program that prevents you from leaving the building. If you have a medical condition requiring snacks, those foods will be provided within your dietary requirements by the Center, following a physician's order. Otherwise, you may purchase snacks/beverages to keep at the bedside. Vending machines are available at several locations throughout the Center. Staff will accompany you and provide assistance as needed. Food will NOT be warmed and served to you once you are in bed.

You may order food from the WWRC snack bar or outside restaurants. If you need assistance with eating, please notify your caregiver ahead of time (no later than 11 AM for lunch and 4 PM for dinner), so that staff can be available to assist you.

MEDICATIONS

You should obtain your medication refills while you are on pass or they may be mailed to you from your mail-order pharmacy. If the medication has been ordered by a WWRC physician and you need refills from the WWRC pharmacy, please give at least 5 - 7 days advance notice before you run out. **The pharmacy is closed on weekdays after 5 PM and on Saturday and Sunday.** A pharmacist is available to meet with you to discuss your medications.

Self Administer Medications: If it is determined that you are independent with taking your own medications, your medication bottles must be kept locked in your closet drawer at all times. If you need physical assistance in taking your medications, you may ask for staff assistance. Some “controlled” medications must be kept locked up in the medication room and administered by a nurse. These medications typically are some that are used for pain or attention. Please allow a licensed nurse to assist you in properly destroying any discontinued medication.

Dose by Dose Medications: If it is determined that your medication should be administered by a nurse, you will need to report to the medication window on Rothrock Hall for your medications when due. It is your responsibility to be sure you receive your medication as ordered by the physician.

MEDICAL SUPPLIES

You are responsible for providing all of the medical supplies you need while here at WWRC. You should check on your supplies on a regular basis and refill them during passes, or have them mailed to you from home. You can have them shipped here to you by your current vendor or home health agency. **WWRC does not provide medical supplies for your use.**

TREATMENTS/THERAPIES/CLASSES

You will be given a schedule of your daily routine. **Most programs are from 8 AM to 4 PM. It is your responsibility to be on time and not miss any part of your program unless excused.** Any deviations in your program should be discussed with your therapist, instructor, case manager, or physician. **Repeated unexcused absences or tardiness to appointments could result in early discharge recommendations and/or a change in your level assignment.** To assure the appropriate scheduling of all medical treatments, such as bowel programs, we ask that you not deviate from your established schedule while on pass.

Frequent interruptions in your bowel program/shower scheduling related to leisure activities are discouraged. These interruptions may affect your health and well-being and will be addressed on an individual basis.

MORNING ROUTINE

Rothrock Hall Guidelines

Name: <%FullNameLastFirst%>

ID: <%ClientID%>

Monday through Friday staff will assist you as needed to get up between 5 AM and 7 AM to be ready for your program by 8 AM. **Morning bowel programs and showers are started generally between 5 AM – 6 AM.** Staff will be busy assisting many clients and therefore cannot comply with requests for specific “wake up times” on a regular basis, unless you are going out to SIP or ETO sites. If you choose to remain in bed after staff initially offers assistance, it will be your responsibility to call when you are ready. At that point, you may need to wait for staff to finish assisting other clients/students. This delay may result in you being late to class or therapy.

EVENING ROUTINE

Showers are routinely scheduled every other day. Bowel programs and showers are scheduled to start between 7 PM - 8:30 PM. You will be responsible for setting a time with your caregiver by 4:30 PM. You are expected to be on the unit ready to begin at the scheduled time. If not, you may need to wait until a staff member is available to assist you. If you refuse a scheduled treatment/bowel program/shower, you will be expected to wait until your next scheduled time for that treatment.

If you plan to go on a Center-sponsored trip/personal outing which will return later than 8:30 PM, a bowel program will be given. Showers will only be given if staff/time is available. Early evening (3 PM – 4 PM) bowel programs and showers are permitted if time allows.

WEEKEND ROUTINE

No therapy or classes are offered on the weekend. As part of your program you are expected to practice what you have learned in therapies (transfers, dressing etc.) and complete any “homework” assignments you may have been given. It is preferred that you perform morning bowel programs/showers on the Monday through Friday schedule to maintain consistency, however, you may request to begin as late as 9 AM if you prefer to sleep in.

To best meet the care needs of all clients and allow time for brunch, we encourage you to request a time to get up on weekends. If you choose not to give a time, it is your responsibility to call when you are ready to get up. You may need to wait until staff is available to assist you.

SAFETY

A staff member will show you the evacuation routes in the event of a fire or emergency. Emergency drills are held regularly at WWRC. If you hear an alarm, leave the building in a safe, orderly manner and follow staff's directions to a safe area. Do not return to the building until staff tells you it is safe to do so.

DESIGNATED SMOKING AREA

The closest designated smoking area for the Rothrock Hall is outside of the Security door, across the fire lane at the back door.

EXPECTATIONS

While in a program at WWRC, you will be expected to fully participate in all aspects of your program. You will need to be prepared to follow through with therapy/class recommendations. The day does not end at 4 PM when classes/therapies are finished. On the unit you will be expected to practice what you have learned. Staff will assist you as needed in following through with therapy/class recommendations. The true measure of your success will be your ability to progress towards independence in the evening and on weekend hours when you are not in the structured program. We are here to help you to achieve independence, and expect you to do what you can for yourself. We encourage you to advocate for yourself and respectfully direct your care needs.

I have read and understand the guidelines, and agree to comply with them while a resident at WWRC.

Signed: _____

Date: _____